

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Arizona State Office
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1270-2/1271 (AZ-954.56) P
Supersedes IMAZ-2006-034

EMS TRANSMISSION 10/1/07
Instruction Memorandum No. AZ-2008-001
Expires: When Superseded or Canceled

To: District Managers and Field Managers; Chief Information Officer (AZ-954)
Attention: Public Rooms

From: Deputy State Director, Division of Business and Support Services

Subject: Revised Cost Recovery Fee Schedule for the Public

Purpose: This Instruction Memorandum (IM) revises the Arizona Cost Recovery Fee Schedule to reflect increased Department of the Interior (DOI) search and review fees for cost recovery.

Policy/Action: All Arizona Public Rooms are to adopt the cost recovery fees in the attached revised schedule. Attachment 1 provides the updated schedule of DOI rates for research, search, and review fees for services performed in making documents available for public inspection and copying. The new fees are to be posted in all Bureau of Land Management (BLM) Arizona Public Rooms; Attachment 2 provides sample lists for posting. All other Arizona rates for the sale of products or services to the public remain unchanged.

Timeframe: Effective immediately.

Background: In accordance with 43 CFR Part 2, Appendix C(1), the DOI has revised cost recovery fees for use in BLM Public Rooms for the sale of products or services to the public. Previously issued Arizona policy on cost recovery is now obsolete and must be reissued.

Manual/Handbook Sections Affected: BLM Handbook 1270-2, Cost Recovery; BLM Manual 1271, BLM Information Access Center.

Contact: Questions regarding this IM should be directed to Lynn Peterson, State Records Administrator, at 602-417-9347; or Toni Klimek, Records Administration Team Lead, at 602-417-9364.

Signed by: Deborah Bostwick
Administrative Officer
FOR Bonnie Hogan

Authenticated by: Hillary Conner
Secretary

2 Attachments:

- 1 - [BLM Arizona Cost Recovery Fee Schedule](#) (7 pp)
- 2 - [Lists of Products to Post in Public Rooms](#) (2 pp)

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
STANDARD COPIES 8½ x 11” up to 11 x 17”	\$0.13/page \$0.26 for double-sided	All paper copies, sized as shown, reproduced on a copy machine or computer printer.	Dept. Regulations 43 CFR Part 2, Appendix C.
STANDARD COPIES SCANNED, But Not Printed, SAVED TO CD	\$5.00/CD <u>or</u> Research time over 15 minutes + Actual cost of CD. (Whichever is greater – Minimum charge of \$5.00 per CD. This rate only applies to CDs created with this equipment.)	Copies scanned into Xerox DocuTech 6100 and saved by Central Files onto a CD.	Research time is the manipulation of the information once it's scanned; i.e. sorting or “cleaning it up.” Minimum charge for providing a CD does not apply to fiche, microfilm, or aperture card copies (see costs below).
FICHE COPIES, MICROFILM AND APERTURE CARD COPIES	\$1.10/page + \$1.00/CD (if saved on a CD)	All paper and electronic copies produced from micrographics reader/scanner/printer.	Includes e-mail of electronic copy. (CD \$0.49 + case \$0.41 + label \$0.10 = \$1.00.)
NON-STANDARD SIZED COPIES (Any size larger than Standard copies; i.e., copies from 2510, 2520 or 3001 sheet feed copier)	\$2.75/page	All oversized paper copies, produced on a copy machine.	Not used for copies produced on a plotter; see Plotter Product costs below.
COLOR COPIES 8½ x 11” 8½ x 14” up to 11 x 17”	\$0.90/page \$1.50/page	All paper copies reproduced on a color copier or color computer printer.	Dept. Regulations 43 CFR Part 2, Appendix C.
CUSTOM MAPS from COLOR COPIER/ PRINTER 8½ x 11” up to 11 x 17”	\$2.75/page	All “Maps on Demand” printed on a color copier or printer.	Cost for color printer or copier only; if printed on a plotter, see Plotter Product costs below.

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
ALL PLOTTER PRODUCTS	Paper copies: \$2.50 \$5.00 \$7.50 \$10.00 Mylar copies: \$5.33 \$10.66 \$16.00 \$21.33	Up to: 9 inches length 18 inches length 27 inches length 36 inches length Up to: 9 inches length 18 inches length 27 inches length 36 inches length	Fee scaled for every 9" of length printed; for sizes in excess of 36" add \$2.50 for every 9" increment. Fee scaled for every 9" of length printed; for sizes in excess of 36" add \$5.33 for every 9" increment.
XEROX 3060 or EQUIVALENT COPIES (i.e., 20 x 24")	\$4.20/page	Paper copies produced on 24" or 36" roll feed paper.	All MTP and HIs , whether printed on a copier or plotter.
CADASTRAL SURVEY PLATS SCANNED, But Not Printed, SAVED TO DVD	\$2.00/DVD	Copies scanned from original plats.	
GEOGRAPHIC COORDINATE DATA BASE (GCDB) DATA SAVED TO DVD	\$2.00/DVD	Shape files, flat files, and documentation.	Covers all of Arizona.
FAX TRANSMISSIONS	\$1.10/page + Research time + Copy fee	Documents sent to customer via fax machine.	No charge for cover page.
APERTURE CARDS AND FICHE DUPLICATES	\$0.50/fiche	Sale of existing celluloid copies.	While supplies last.
MAPS (Published by other entities)	Various Prices	Maps produced by other agencies or the private sector (includes USGS maps).	Prices are set by the agency or entity that produces the map.

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
MAPS (1:100,000 Surface and Mineral Management Status)	\$4.00 (1-49 maps) \$2.40 (50 or more)	Volume discount applies to same or mixed map titles totaling 50 or more.	Volume discount applies to maps sold at BLM offices or BLM internet sites. (See WO IM 2002-126.)
MAPS (Published by BLM)	\$4/map	All BLM maps sold to the public.	Arizona Access Guides, recreation and similar maps.
BOOKS/GUIDES/POSTERS /PUBLICATIONS/etc. (Published by BLM)	Actual Costs Arizona examples: \$8.00 \$6.00	Arizona examples: Hiker's Guide to Paria Canyon. Arizona Strip Visitor Guide.	Actual cost to produce includes cost of printing, storage and distribution only; cannot recover cost of product <u>creation</u> .

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
RESEARCH TIME Definition: Time spent by a BLM employee to conduct an examination or analysis of records necessary to locate specific records (or information) which has been requested by a member of the public. Includes automated data compilation and manipulation by a computer specialist to extract information. <u>Assistance</u> Definition: Time spent by an employee providing information to the public regarding public land, mineral, survey matters, and general inquiries regarding all BLM programs. Time spent helping customers to locate records, to answer questions on how to read or interpret the information, to explain how to read or interpret information including assistance in the use of the computer for retrieval of information or creation of custom maps.	\$21.40/hour (\$5.35/quarter hr.) \$37.20/hour (\$9.30/quarter hr.) \$54.00/hour (\$13.50/quarter hr.) No charge if under quarter hr. search. No charge for <u>assisting</u> the public. No charge for <u>assisting</u> the public to do their own research. No charge if a record is not provided (i.e., no charge if the research does not produce a product).	Clerical (GS-1 through GS-7) Professional (GS-8 through GS-12) Managerial (GS-13 and above)	Charged when time exceeds 15 minutes (charge by 15 minute increments). Rates subject to change based on current pay scale; set by Dept. regulations 43 CFR Part 2, Appendix C. (Note: A separate IM is issued whenever these change.)

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
SEARCH TIME Definition: Time spent by a BLM employee to physically locate a record for a FOIA request.	\$21.40/hour (\$5.35/quarter hr.) \$37.20/hour (\$9.30/quarter hr.) \$54.00/hour (\$13.50/quarter hr.)	Clerical (GS-1 through GS-7) Professional (GS-8 through GS-12) Managerial (GS-13 and above)	Depends on Fee Category of requester. When applicable, charged in 15 minute increments. Rates subject to change based on current pay scale; see Dept. regulations 43 CFR Part 2, Appendix C. (Note: Separate IM issued whenever these change.) Can only be charged for FOIA requests.
REVIEW TIME FOIA Definition: Time spent by FOIA Coordinator and/or subject-matter specialist reviewing record for applicable FOIA exemptions and redactions. Certification Definition: Time spent by an employee with delegated authority to review records for verification and authenticated seal.	\$21.40/hour (\$5.35/quarter hr.) \$37.20/hour (\$9.30/quarter hr.) \$54.00/hour (\$13.50/quarter hr.)	Clerical (GS-1 through GS-7) Professional (GS-8 through GS-12) Managerial (GS-13 and above)	Rates subject to change based on current pay scale; see Dept. regulations 43 CFR Part 2, Appendix C. (Note: Separate IM issued whenever these change.) Can only be charged for FOIA requests or certifying records.
CERTIFICATION OF RECORD	\$0.25/per certification seal + Copy fees + Review time	Certificate of verification and attached seal.	See rates for review time, charged in excess of 15 min., to compare & authenticate records.

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
WEB SITE INFORMATION AND DATA BASES PROVIDED FOR THE PUBLIC	No charge for viewing; cost recovery rates will apply to paper copies requested by the public. If request is for CD, see rates below.	Information and data bases, such as GCDB data or GIS data provided on web sites for the convenience of the public.	Offices may elect to place publicly available data bases on web sites for free public viewing if more cost effective than handling traditional requests for information.
REQUESTS FOR DATA/ INFORMATION FROM MICROCOMPUTERS OR OTHER COMPUTERS	Research time + Cost of media (\$1.00 if CD). + Copy fees, if applicable.	Time spent to manipulate and extract the information, plus actual cost of CD or other media, plus \$0.13 per page for any paper copies provided.	No charge for research time if less than quarter hour. (CD \$0.49 + case \$0.41 + label \$0.10 = \$1.00.)
LR 2000 REPORTS AND OUTPUT	\$0.75/page \$0.13/page \$0.13/page + Research time Research time + Actual cost of media (\$1.00 if CD).	Serial Register Pages (SRP). Standard reports/printouts (other than SRP). Non-standard (specially-formatted) reports/printouts created by BLM staff. Electronic copy output created by BLM staff.	All LR-2000 costs were established by WO IM No. 99-100, still in effect. (CD \$0.49 + case \$0.41 + label \$0.10 = \$1.00.)

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
AERIAL PHOTOGRAPHS, ORTHOPHOTO QUADS, AND 7.5 MINUTE QUADS	Use the current USGS rate for 7.5 Minute Quads.		BLM will continue to coordinate with the USGS on the cost recovery rates for these products.
AMERICA THE BEAUTIFUL – THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS PROGRAM	\$80.00	Annual Pass	Valid for 1 year from month of issuance.
	\$10.00	Senior Pass	Lifetime. 62 & Older. Must be U.S. citizen or permanent resident.
	No Charge	Access Pass	Lifetime. Must be U.S. citizen or permanent resident. Apply in person. Show proof of disability.
	No Charge	Volunteer Pass	Accrue 500 hours of volunteer service. Valid for 1 year from month of issuance.
	No Charge	Hang Tag	1 with each valid pass.
	No Charge	Decal	Maximum 2 with a valid pass.
MAILING COSTS	Actual cost of special postage plus cost of mailing container.	Overnight, FedEx, UPS, or other special shipment.	Charges that exceed the cost of standard, first class postage.
\$3 MINIMUM COLLECTION	Offices may waive up to \$3 in cost recovery fees.	For requests received by mail, telephone, or fax.	<p>Waiver cannot be applied to Declining Deposit Accounts (DDA).</p> <p>Applied at the discretion of the local office.</p>

PRICES FOR MAPS AND OTHER PLOTTER-PRODUCED MATERIAL

Product	Size	Fees
Paper copies	Up to 9" length	\$2.50
	10" to 18" length	\$5.00
	19" to 27" length	\$7.50
	28" to 36" length	\$10.00
	Greater than 36" length	Add \$2.50 for every 9" increment
Mylar copies	Up to 9" length	\$5.33
	10" to 18" length	\$10.66
	19" to 27" length	\$16.00
	28" to 36" length	\$21.33
	Greater than 36" length	Add \$5.33 for every 9" increment

Associated Plotter Fees:

Research/

- Programming Fee*** - Data manipulation by a computer/GIS specialist:
- Over 15 minutes: \$37.20 per hour (15 min. increments)
(\$9.30 per quarter hour)
 - Under 15 minutes: No Charge / Free

- Mailing Costs*** - Actual cost of special handling (i.e., overnight, FedEx, UPS, etc.) postage plus cost of mailing container.

IAC Assistance/

- Search time** - No charge / Free

*Add to product total, when applicable

PRICES FOR OTHER SERVICES

Copies -

Standard (8½ x 11" up to 11 x 17")	\$0.13/page
Color Copies (8½ x 11")	\$0.90/page
Color Copies (8½ x 11" up to 11 x 17")	\$1.50/page
Non-Standard	\$2.75/page
Master Title Plats	\$4.20/page
Microfiche/Aperture Cards	\$1.10/page
LR-2000 Printouts:	
Standard Reports	\$0.13/page
Serial Register Page (SRP)	\$0.75/page

Cadastral Survey Plats DVD	\$2.00/each
GCDB Data DVD	\$2.00/each

Certification of Records -

Standard copy fees	\$0.13/page
+ Review time at current rate	Hourly Rate
+ Rubber stamp with signature and/ or Gold Seal with Cover Sheet	\$0.25/cert. \$0.25/cert.

Facsimile (Fax) Transmissions -

Standard copy fees	\$0.13/page
+ Research Time*	\$21.40/hour
+ Fax	\$1.10/page

America the Beautiful - The National Parks and Federal Recreational Lands Pass Program -

Annual Pass (1 Yr/Month of Purchase)	\$80.00
Senior** (62 & Older)	\$10.00
Access Pass** (Proof of Disability)	No Charge
Volunteer Pass***	No Charge
Hang Tag (1/Pass); Decal (Max. 2/Pass)	No Charge w/Valid Pass

*** Research time is charged in 15 min. increments; first 15 min. are free.**

**** Lifetime. Must be U.S. Citizen or permanent resident to obtain these.**

***** Accrue 500 hrs of volunteer service; Valid for 1 Yr/Month of Issuance.**